

# Idaho School for the Deaf and the Blind

## Policies and Procedures

### Section: 300

#### Subsection: Holiday Compensation Pay

Revised December 05

**Reference:** IDHR Rules 073.03

**Purpose:** To establish guidelines when requesting an interpreter and to establish use of sign language communication in all public areas and at ISDB functions.

#### **Policy: Holiday Compensation Pay**

**Scheduled Work Hours.** All employees who are deemed eligible for benefits are entitled to ten paid holidays, as designated by the Idaho legislature and/or the Governor's office. When an eligible employee's work schedule includes both the observed and the actual holiday; the supervisor and the employee may agree which day (either the "observed" or the "actual") shall be the holiday for payroll purposes for that employee. Whenever possible, the choice should be made by the employee. The employee will only be entitled to holiday pay and overtime compensation for hours worked on the agreed-upon holiday. (7/01)

At the discretion of the Unit Organization Director, when an eligible employee's routine work schedule involves a regularly scheduled day off on a legally observed holiday, the employee may receive the regularly scheduled workday closest to the holiday as their designated holiday. If the employee chooses to work on their designated holiday, they will be entitled to holiday pay plus overtime compensation for all hours actually worked on that day. (7/01)

A full-time employee shall be paid eight (8) hours of holiday pay for each holiday, in addition to any hours actually worked. Example, if you work a state holiday for 6 hours you would mark 6 hours of actual and 8 hours of Holiday as a full time employee.

A full-time employee whose regularly scheduled workday exceeds eight (8) hours will be paid only eight hours holiday pay (HOL). For example, an employee who works four ten-hour days will receive eight hours holiday pay (HOL) and the remaining two hours must be coded as vacation, comp time, etc., or worked during the holiday week and coded as regular hours worked (REG). Again, this is an example of an employee that is paid for a holiday and takes the holiday off.

**Holiday Pay Coordinated with (Leave With Out Pay)** . An employee must receive pay either the scheduled workday before or after the holiday in order to receive the holiday benefit. (5/01)

**Part-time employees.** Employees who have a regular work schedule shall be paid for a holiday at the same ratio as eight (8) hours is to a forty (40) hour work week, which for calculation purposes converts to two tenths (.20) x hours normally worked.